

PERSONNEL POLICY  
Fauquier County, Virginia

Policy Title:	Section No.:	Effective Date:
Responsibility	7	9/25/86
		Supersedes Policy:
		—New

— This section is intended to give all existing and new County employees knowledge of the personnel plan and policies adopted by the Board of Supervisors. In order to perform successfully, an employee must be aware of what is expected of the employee and a definite relationship of authority and responsibility must be established. Every effort has been made to clearly set out those expectations and relationships in the following pages. There are always exceptions and special situations which may arise and are not addressed in these policies. Every effort will be made on the part of the County to deal with those unusual circumstances in complete good faith to the satisfaction of all involved parties.

— It is the responsibility of the County Administrator to oversee all daily activities projects and programs carried out by the following departments:

Data Processing	Building Inspections
Planning and Zoning	Animal Control
Finance	Buildings and Grounds
Solid Waste Disposal	

— All requests for the above departments to perform activities or undertake projects other than what is considered a part of their normal, assigned scope of operations are to be channeled through the County Administrator's Office.

— It is incumbent that the proper level of authority be granted if responsibility is assigned to a person or department. Inasmuch, the County Administrator, has full staff control which includes hiring of authorized personnel and any disciplinary action, including termination of employment. However, hiring or termination of all Department Heads must be done with the consent of the Board of Supervisors. The Department Heads are responsible for carrying out the duties of their respective departments. They have full staff control over personnel in their departments, including hiring of authorized personnel and any disciplinary action including termination of employment. However, hiring or termination must be done with the consent of the County Administrator.

— The daily activities, programs and projects of the Public Library, Social Services, and Parks and Recreation are the responsibility of the Library Board, Social Services Board, and the Parks and Recreation Board, respectively. However, all employees of these departments are covered under the personnel policies of the Board of Supervisors and as such are accountable to the Board of Supervisors.

— The Water and Sanitation Authority is a separate political entity and sets its own personnel policies.

— The Board of Supervisors may provide funds for a position in a department that is not totally controlled by The Board of Supervisors. The department receiving the position is responsible for hiring, disciplinary action and termination of the employee. Their personnel policies covering the respective department will also be the personnel policies for the employee funded by the Board of Supervisors. However, basic disregard for County personnel policies, especially affirmative action and grievance procedure, will be basis for discounting any funding by the Board of Supervisors which is not required by State or federal law.

